

Barcelona, 27th January 2023

Subject: CALL FOR TENDERS

Dear Tenderer,

We are pleased to publish an open call **looking for a partner to support the implementation of Madrid – UCLG Agreement that aims at promoting the effective implementation of the New Urban Agenda and the SDG localization process. The tenderer will be responsible of designing and setting up a multi-stakeholder platform to strengthen and further develop, through enhanced monitoring, the process of Voluntary Local Reviews of the city through SDG 17 and within Madrid’s SDG localization strategy. with Ref. 05-2022.**

All the information related to the purchasing procedure is contained in Annexes 1 and 2. We kindly recommend you to read it carefully and follow the instructions contained in these documents.

UCLG is the World Organization representing local and regional governments and the contracting party in this tender will be the UCLG World Secretariat, based in Barcelona (Spain). The contract will be governed by Spanish law and the courts of Barcelona.

The principles of transparency, publication and dissemination, free access, equality, competition, economy and fairness will be respected by UCLG in this tender.

Yours sincerely,

Documents

attached:

- Annex 1: Terms of Reference
- Annex 2: Contractual Binding Conditions

UCLG WORLD SECRETARIAT



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ANNEX I

TERMS OF REFERENCE

Terms of reference for the design and development of a multi-stakeholder platform to accelerate the roadmap to strengthen the city's Voluntary Local Reviews process through SDG 17 within Madrid's SDG localization strategy.

Background

In September 2019, the Plenary of Madrid's City Council unanimously agreed on the mandate to develop an SDG localization strategy for the city. This institutionalization grants a stable and long-term framework to the SDG localization process that is unique at the international level. The Delegated Area of Internationalization and Cooperation of the Deputy Mayor's Office has taken over the responsibility to execute this mandate.

Madrid's Governing Board approved the SDG localisation strategy on March 25th, 2021 and constitutes an integrated vision of the key transformations that will be carried out in the city in the next decade. The plan has established 24 lines of action organized in 6 "catalyst" policies:

- Efficient and transparent institutions.
- Climate neutrality, mobility and air quality.
- Green city, responsible consumption and circular economy.
- Social protection and equality.
- City to enjoy.
- Innovation and inclusive and sustainable economy.

In parallel, the strategy has defined 104 local SDG goals and 160 indicators to monitor and quantify the evolution and progress of the strategy and the SDGs between now and 2030.

The city's activity to support the achievement of the SDGs requires new ways of understanding and comprehensively addressing the challenges part of the Agenda 2030. The establishment of multi-actor alliances, which reinforce the capacity for collective action to develop public policies to achieve the SDGs, has become critical for the localization process. More than ever, it is recognized that the achievement of the 2030 Agenda it will require different sectors and actors working together in an integrated manner by pooling financial resources, knowledge and expertise. This is also recognized in Goal 17, which reads "Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development", that places multi-stakeholder partnerships as important vehicles for mobilizing and sharing knowledge, expertise, technologies and financial resources to support the achievement of the sustainable development goals.

Based on the above, Madrid's City Council has identified that the localization process requires accelerating its implementation through SDG 17 and multi-stakeholder collaboration. To do this, the process will be guided by the methodological framework "SDG 17 Methodology for localizing the 2030 Agenda in Madrid", developed in 2021 together with UNDP, that proposes a collaboration framework between public and private actors that is

systematic, interrelated and consistent around 4+1 axes: partnerships to build SDG ownership in citizenship, capacity building in each of the actors for partnerships, co-creation of long term SDG roadmaps, plans and initiatives, attraction of public and private long term investment towards the SDG long term road maps and projects, and a sound narrative of SDG 17 implementation to contribute effectively in the SDG localization in the city.

This comprehensive and dynamic framework will allow contextualizing the articulation of alliances, mobilizing means of implementation and generating impacts on the SDGs identified in the “catalyst” policies of the localization strategy.

Within this framework, this tender aims to support the establishment of a multi-stakeholder working group, through the development of meaningful and effective partnerships between public bodies, private sector, business community, NGOs, civil society institutions, academy and associations, etc.

The group will also serve as a vehicle to develop an integrated and participative approach to the Voluntary Local Reviews (VLR) preparation processes, including by laying the foundations of a more structured procedure for the monitoring of Madrid’s City Council VLRS. The tenderer will, therefore, be responsible of facilitating the participation of stakeholders in the process and to collect quantitative and qualitative data of their contribution to the SDGs targets.

The tender is launched and will be developed within the framework of the grant awarded by Madrid City Council to United Cities and Local Governments (UCLG) to promote public innovation and multi-stakeholder partnerships as vehicles for advancing the Sustainable Development Goals. UCLG is hence the organization in charge of publishing the tender and identify a suitable provider.

Objectives

General objective

The main objective of the tender is to set up a multistakeholder working Group that enables the establishment of sound and meaningful multi stakeholders partnerships to accelerate Madrid’s VLRS process through SDG 17 within the overall SDG localization strategy an effective contribution to the SDG implementation in the city.

Specific objectives

Support Madrid’s City Council in setting up a multi-stakeholder Agenda 2030 Working Group. This involves:

- Building on the existing work of the “SDG 17 methodological framework” elaborated with UNDP, to define a dedicated methodological framework and action plan to create and implement a multi-stakeholder working group.
- Engaging actively key stakeholders and identifying relevant new key actors to become part of the group.
- Facilitating a consultative multi-stakeholder process to up-date and consolidate the work plan.

- Ensuring the group is equipped with a partnership agreement, a governance structure, a vision and a collaborative action plan with clear commitments on responsibilities and with a monitoring and evaluation matrix.

Support Madrid's City Council in putting into operation / activating the Agenda 2030 Working Group. This involves:

- Designing the working group kick-off and groups meetings chaired by the Councillor of the Delegated Area of Internationalization and Cooperation.
- Developing the meeting's agenda, managing invitations, developing communications, supporting logistics and writing meeting reports.
- Facilitating the group cooperation creating opportunities to further collaborate and contribute to the implementation of the SDG.
- Establishing a monitoring framework to follow up the execution of the group's work plan and writing reports.
- Reviewing the operation of the group and propose recommendations for improvement.
- Developing a communication strategy to disseminate the activities and results of the group.

Design and implement the process to collect quantitative and qualitative data and inputs from stakeholders that contribute to the implementation of the SDGs, especially the SDG 17 in Madrid. This involves:

- Initiating a consultative process with the group stakeholders to collect quantitative and qualitative data about their contribution to Madrid SDGs *targets related to SDG 17*.
- Developing a framework of the group contribution to the implementation of the SDG localization strategy.
- Transforming the information into narrative for the VLR and the implementation of the localization strategy of Madrid city Council.
- Coordinating with other multi-stakeholder groups ensuring the data and information is integrated in the VLR.

Deliverables

Deliverables	Outputs	Timeframe
Agenda 2030 Working Group set-up	<ul style="list-style-type: none"> - Methodological framework proposal based on existing working group and methodologies - Multi-stakeholder working group action plan and governance to implement the SDGs created. - Multi-stakeholder working group action members engaged and actively participating 	15 February - 7 March

	<ul style="list-style-type: none"> - Group vision and operations defined in terms of reference or partnership agreement 	
Agenda 2030 Working Group activated	<ul style="list-style-type: none"> - At least two group meetings organized - Group work plan implemented and reported in writing. - Opportunities to further collaborate and implement the SDG strategy created. - Monitoring framework updated. - Communication materials developed 	7 March – 1 May
Agenda 2030 Working Group operative	<ul style="list-style-type: none"> - Collect data and develop narrative on multi-stakeholder collaboration for the VLR - Coordinate the contribution of other multi-stakeholders groups 	7 April – to be agreed between UCLG, the Madrid City Council and the identified provider.

Time schedule

The duration of the assignment is **3 months**

Requirements for experience and competencies

Functional competencies:

- Professional in social, political, economic or administrative sciences;
- Solid knowledge and proven experience on sustainable development, local development, SDGs and related concepts;
- Solid knowledge of the 2030 Agenda for Sustainable Development and SDGs implementation frameworks at different levels;
- Solid knowledge of the status and current orientations on the private sector engagement in SDGs and within the International Cooperation for Development;
- Deep knowledge of Spanish/Madrid cooperation system would be an asset;
- Solid knowledge of the SDG related monitoring framework;
- Capacity to work in multidisciplinary teams;
- Openness to change and ability to receive/integrate feedback;
- Ability to work under pressure and stressful situations;
- Excellent communication and writing skills;

Education

- Advanced Degree (or equivalent degree/experience) in Political Science, Development Studies, Development Cooperation, Development Economics, International Relations, Urban Planning or a related field;

Experience

- Minimum 10 years of relevant work experience in the field of development.
- Experience in Local Governance/SDG localization.
- Proven experience in the design and/or implementation of innovative multi-actor strategies (with private sector and academia involvement) within the framework of sustainable development and/or the localization of the Agenda 2030;
- Previous work experience with Madrid City Council is highly desired.

ANNEX II

CONTRACTUAL BINDING CONDITIONS

Publication date:	27 th January 2023	Deadline for submitting tenders:	10 th February 2023 24:00 CET
Document:	Call for the design and development of a multi-stakeholder platform to strengthen the process of Voluntary Local Reviews through SDG 17 within Madrid's SDG localization strategy		
Name and address of the Contracting Authority:	ORGANIZACION MUNDIAL DE CIUDADES Y GOBIERNOS LOCALES UNIDOS (UCLG) Avinyó 15 08002 Barcelona (Spain) Tel: +34 933428750 e-mail: tender@uclg.org		
Short Description:	Set up a multistakeholder working Group that enables the establishment of sound and meaningful multi stakeholders partnerships to strengthen, monitor, and further develop the process of Voluntary Local Reviews of the city through SDG 17 and within Madrid's SDG localization strategy. More information included in Annex I		
Contract type:	Service Provider Contract		
Duration of the contract:	15 th February – Final execution of the Tender		
Procedure type:	Open procedure		
Budget:	Maximum 30,000 € (VAT included). If VAT is not applicable according to fiscal rules of the tenderer, the maximum budget amounts at 24.793 €.		
Language of the services and communication:	English and Spanish		
Language submission (preference)	English and Spanish		
Status:	Open		
Notification of award to the successful tenderer:	5 days after deadline for tenders		

- 1) The contractor is responsible for implementing the task entrusted to it in the Terms of Reference (see Annex 1)

2) Legal aspects:

- UCLG may require information on the Tenderer to be in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of its country.
- Following the notification of award, tenderer(s) to which the contract is to be awarded, must supply evidence about fiscal residence in its country.
- The Tenderer and its staff must comply with human rights and undertake not to offend the political, cultural and religious mores of the country(ies) where the action is implemented. In particular, and in accordance with the applicable basic act, tenderers who have been awarded contracts must comply with core labour standards as applicable and as defined in the relevant International Labour Organisation conventions.

3) Drafting and content of the tender documents to be submitted by the tenderer. Tenderdocuments must contain the following provisions and information:

- Description of the Tenderer (Organization, Expert, Consultant, Company...) and the persons having powers of representation, decision making or control.
- Key experts and CVs, in case individuals involved.
- Technical offer according to Annex 1 requirements.
- Financial offer including indirect tax if applicable.
- All the financial identification information including the financial identification number. In a later phase of the contract drafting, the bank account details will be provided to UCLG.

4) The Tender set of documents need to be sent to UCLG no later than the date and time indicated at the deadline set up above by e-mail to: tender@uclg.org. No tenders will be accepted beyond the submission date, except when otherwise informed on the web site.

5) In case additional information is required to submit the proposal, we kindly invite you to contact UCLG in the e-mail address tender@uclg.org. Only relevant questions in writing concerning clarifications of the Tender will be answered.

6) Tenderers are entitled to withdraw their offer at any time.

7) Tenderers will receive an automatic answer from the system informing of the reception of the Tender documents.

8) UCLG might request additional information of the proposal in case unclear concepts raised to UCLG. If this is the case, the tenderers whose submissions require clarification, will be asked to reply within a reasonable deadline set by the assessment team. If the tenderer submits a self-declaration/statement as documentary proof, the contracting authority reserves the right to ask for further documentary evidence.

9) If UCLG suspects that a candidate, tenderer or applicant does not comply with the rules, it must ask the candidate/tenderer/applicant to provide evidence demonstrating actual compliance with the applicable rules.

10) Evaluation Criteria: UCLG will take care that the awarded tenderer does not have a potential conflict of interest with the organization and will decide whether or not the submitted proposals:

- Comply with the essential requirements of the tender dossier: technical, administrative and financial.
- Satisfy the requirements set in the tender dossier
- Contains the complete documentation
- Language required by the tender dossier has been used

The selection criteria concern the tenderer's capacity to execute the contract. The successful tenderer will be the one submitting the least expensive tender classified as 'technically compliant' during the evaluation.

11) The tenders will be assessed according to the eligibility and the financial, economic, technical and professional capacity of the tenderers. Tenders will be compared and the contract awarded. The decision of who is the successful tenderer will be final.

12) Choice of contractor:

As a result of its deliberations, UCLG will decide on the following recommendations:

- Award the contract to the tenderer which has submitted the least expensive offer and complies with the formal, technical, administrative and financial requirements
- declare the Tender not awarded, if no applications comply sufficiently with the invitation criteria.

Once award of the contract the successful tenderer will be notified.

13) Once the tenders have been analysed, they are compared and the successful tenderer is chosen. No negotiation is allowed.

14) UCLG must ensure equal treatment of tenderers and keep the tenders confidential.